

**MARYLAND DEPARTMENT OF HEALTH  
SPRING GROVE HOSPITAL CENTER  
55 Wade Avenue  
Catonsville, MD 21228**

**INVITATION FOR BID (IFB)  
SPEECH THERAPY SERVICES  
eMMA # BPM027129  
December 14, 2021**

**1. SUMMARY and BACKGROUND**

The Spring Grove Hospital Center (SGHC) is a healthcare facility under the State of Maryland's Maryland Department of Health (MDH), providing 24/7 care of patients. The #1 priority of the State is to provide for the health & safety of the patients residing at SGHC. The SGHC campus is comprised of approximately 189 acres, and also houses additional Agencies under the State of Maryland's Department of Health.

The SGHC is issuing this IFB for the purpose of obtaining the services of a qualified licensed speech therapist to provide speech therapy services to the patients of Spring Grove Hospital Center. This Contract shall provide services of an estimated TWELVE (12) hours per week totaling approximately six hundred twenty-four (624) hours per year.

**2. MINIMUM QUALIFICATION AND INSURANCE REQUIREMENTS**

**A. BIDDERS MINIMUM QUALIFICATIONS**

The Bidder shall provide all documentation as proof of meeting the mandatory, minimum, qualifications as stated within this IFB (along with the bid submission.)

1. The Bidder shall be certified by the Maryland State Board of Examiners for Audiologists, Hearing Aid Dispensers and Speech-Language Pathologists as a Licensed Speech Therapist. As proof of meeting this requirement, the Bidder shall provide with its Bid a current certificate (license) issued by the Maryland State Board of Examiners for Audiologists, Hearing Aid Dispensers and Speech-Language Pathologists evidencing the Bidder's certification as a Licensed Speech Therapist.
2. The Bidder shall have a minimum of three (3) consecutive years of experience within the past five (5) years providing speech therapy services as a licensed speech therapist. As proof of meeting this requirement, the bidder shall provide with its bid, three references to the Bidders experience in providing speech therapy services.
3. The Bidder shall submit with the bid, Certification of clinical competence issued by the American Speech and Hearing Association (ASHA) with Bid for all individuals that will be providing services to SGHC.

**B. INSURANCE REQUIREMENTS**

The Bidder shall provide all documentation as proof of meeting the requirements for insurance coverage as stated within this IFB.

- i. The Contractor shall maintain Commercial General Liability Insurance to cover losses resulting from, or arising out of, Contractor action or inaction in the performance of the Contract by the Contractor, its agents, servants, employees, or subcontractors, with a limit of \$1,000,000 per occurrence and \$3,000,000 aggregate.
- ii. The Contractor shall maintain Errors and Omissions/Professional Liability insurance with a minimum limit of \$1,000,000 per claim and annual aggregate.
- iii. The Contractor shall maintain Automobile and/or Commercial Truck Insurance as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland.
- iv. The Contractor shall maintain employee theft insurance with minimum limits of \$1,000,000 per occurrence.
- v. Within five (5) Business Days of recommendation for Contract award, the Contractor shall provide the Procurement Officer with current certificates of insurance, and shall update such certificates periodically, but no less than annually. Such copy of the Contractor's current certificate of insurance shall contain at minimum the following:
  - i. Workers' Compensation – The Contractor shall maintain such insurance as necessary and/or as required under Workers' Compensation Acts, the Longshore and Harbor Workers' Compensation Act, and the Federal Employers' Liability Act.
  - ii. Commercial General Liability as required in Section 2.b.1.
  - iii. Error Omissions/Professional Liability as required in Section 2.b.2.
  - iv. Automobile/Commercial Truck Insurance as required in Section 2.b.3
  - v. Employee Theft Insurance as required in Section 2.b.4.
- vi. The State of Maryland shall be listed as an additional insured on the policies with the exception of Worker's Compensation insurance and Professional Liability Insurance. All insurance policies shall be endorsed to include a clause that requires that the insurance carrier provide the Contract Monitor, by certified mail, not less than 45 days advance notice of any non-renewal, cancellation, or expiration. In the event the Contract Monitor receives a notice of non-renewal, the Contractor shall provide the Contract Monitor with an insurance policy from another carrier at least 30 days prior to the expiration of the insurance policy then in effect. All insurance policies shall be with a company licensed by the State to do business and to provide such policies.

### 3. **PROCUREMENT OFFICER**

The Procurement Officer for this Solicitation is:

Dorothy Maurice  
Spring Grove Hospital Center  
55 Wade Avenue  
Catonsville, MD 21228

4. **SCOPE OF WORK / SPECIFICATIONS:**

- A. The Contractor/speech therapist shall provide the following services to the patients of Spring Grove Hospital Center.
- i. Provide all services listed in this solicitation on the campus premises of Spring Grove Hospital Center, 55 Wade Avenue, Catonsville, MD.
  - ii. Comply with the State and Federal Regulations governing inpatient psychiatric facilities and Standards for Speech and Audiology services.
  - iii. The Speech Therapist must perform an initial evaluation within ten (10) days of the referral.
  - iv. Provide written evaluations within ten (10) days of referral and written contact speech therapy notes at the time of evaluation and for subsequent contact visits for assigned caseload.
  - v. Work with interdisciplinary staff members to develop speech/communication/dysphagia training goals and objectives for the patient.
  - vi. Attend interim team meetings as requested by the interdisciplinary staff members as needed for planning in patient care (compensation will be provided at the hourly rate).
  - vii. Provide patient, staff, family/caregiver education as needed, and to maximize swallowing, safety and functional communication. Document this education in the contact note and on the patient education form.
  - viii. Maintain facilities Speech Language Pathology Referral Log after each referral and complete facilities record of service, using appropriate CPT codes and submit monthly hospital competencies as requested.
  - ix. Comply with all Spring Grove Hospital Center Department Directives, state and federal regulations. Refer to <https://www.cms.gov/Regulations-and-Guidance/Legislation>.
  - x. Comply with standard clinical documentation requirements of the State, and other regulatory agencies.
  - xi. Maintain all licenses and certificates for the full duration of the Contract.
  - xii. Comply with all identification, security, and access requirements established by Spring Grove Hospital Center.
  - xiii. Perform additional clinical, consultative, and/or mandated services or activities as needed.
  - xiv. Utilize available computer applications for all Speech Therapy reports.
  - xv. The Speech Therapist shall provide verification of Tuberculosis test acceptable for licensure standards at least 14 days prior to beginning Speech Therapy Services.
  - xvi. Contractor services shall be accessible Monday through Sunday, day and or evening shifts as scheduled. All scheduled work hours must be approved in advance by the SGHC Contract Monitor.
  - xvii. The Contractor shall document time actually spent at the SGHC by signing in on arrival and signing out on departure in the Rehabilitation Services Office. These timesheets will be reviewed, approved and signed by the Director of Rehabilitation and forwarded to the SGHC Finance Department. Payment will be based on hours actually spent providing services at the SGHC.
  - xviii. The Contractor shall maintain a satisfactory performance continually for duration of the contract. The SGHC Contract Monitor will give written notice of performance issues to the Contractor, clearly describing the problem and

- delineating remediation requirement(s). The Contractor shall respond with a written remediation plan within three (3) Business Days of receipt of written notice of performance issues and implement the plan immediately upon written acceptance of the SGHC Contract Monitor. If performance issues continue after the first remediation, the Department's Contract Monitor may give written notice or request the immediate removal of person(s) whose performance is at issue
- xix. The Contractor shall attend initial orientation, additional trainings as requested by the facility, and annual, mandatory trainings as required for employees of SGHC.
  - xx. The Contractor shall be CPR certified and maintain certification throughout employment.
  - xxi. The Contractor is required to have the physical capability to be trained in Preventive Management Aggressive Behaviors (PMAB), as part of the orientation and annually thereafter.

**B. Responsibility of Spring Grove Hospital Center:**

The Spring Grove Hospital Center Contract Monitor/Program Services Director shall:

- i. Provide a monthly work schedule of service hours required for the speech therapist.
- ii. Review the evaluations and recommendations submitted by the Speech Therapist.
- iii. Complete case discussions as needed with the Speech Therapist.
- iv. Provide administrative supervision of the Speech Therapist.

**C. Additional Requirements:**

- i. The Awarded Contractor shall promptly attend a meeting with the Director of Rehabilitation to review the full scope of work, policies, schedule mandatory training, and other pertinent related policies and procedures.
- ii. The Contractor shall wear and display the contractor's Identification Badge at all times on premises as is the Policy of SGHC.
- iii. The Contractor shall NOT perform any additional work not called for in the specifications without approval, in writing from the Director of Rehabilitation. No additional compensation will be provided without the prior written authorization.
- i. The Contractor shall submit to the Director of Rehabilitation /Contract Monitor, a timesheet and invoice of the work completed monthly. The timesheets and invoices shall be verified and signed by the Director of Rehabilitation /designee. The information shall include:
  - a. Date of service
  - b. Patient Unit /location
  - c. The Contractor and SGHC shall both maintain one copy for records and verification upon invoicing
  - d. The timesheet is the authorizing document for verification of satisfactory work completion, and shall be submitted with the Contractor's Invoice. If timesheets are not submitted with the invoice, and/or is not approved by the Director of Rehabilitation, the invoice processing may be delayed.

**D. CRIMINAL BACKGROUND CHECK**

The Contractor agrees to have fingerprinting and a criminal background check (a Maryland State Police and FBI) from the SGHC prior to hiring. The SGHC shall not

assign an employee with a criminal record to work under this Contract.

**E. DAMAGE TO PROPERTY**

- i. Contractor shall indemnify and hold SGHC harmless for any cost, expense, loss liability, fine or penalty or a Nature or Character, whatsoever, that SGHC may incur as result of failure of the Contractor to comply with the terms of this Contract. Negligence of/or by the Contractor, injury or death to any person, damage to property, nuisance (either public or private), or trespass arising out of/or attributable of work by the Contractor's staff shall hold SGHC harmless.
- ii. The Contractor shall be held directly responsible for unacceptable damages, and shall repair, replace, or restore to its original conditions any damages, property, buildings, other SGHC owned property, to the satisfaction of SGHC.
- iii. Contractor shall agree to indemnify SGHC for damage, loss or destruction of all SGHC property in the Contractor's care, custody, and control throughout the term of the Contract.

**F. CONTRACT MONITOR**

The Director of Rehabilitation Services /Contract Monitor shall assume responsibility of communications on the contract after Contract Award. Contact information shall be provided after award.

**G. SITE VISIT**

Bidders may request a visit to the facility to thoroughly understand the solicitation requirements. Contact the Procurement Officer listed in Section 3 for scheduling a visit.

**H. TERMINATION FOR CONVENIENCE**

The Spring Grove Hospital Center reserves the right to terminate this Contract as described in Section number six (6) of the State of Maryland, Department of Health, Small Procurement Contract, Rev. 1/2020. Refer to copy attached.

**5. TERM OF CONTRACT**

This Contract shall be effective for one (1) year. The effective date of the Contract begins with the issue date of the Contract.

**6. PROCUREMENT METHOD**

The Procurement Method for this Invitation For Bid (IFB) contract is through the Small Procurement procedure, as described in COMAR 21.05.07. This contract shall not exceed \$50,000.

**7. BID SUBMISSION INFORMATION**

**i. The BID DUE DATE & TIME IS:**

**DATE: December 28, 2021**

**Time: 4:00 P.M**

- ii. Bids shall be electronically submitted online at eMaryland Marketplace

Advantage (eMMA). (Faxed/mailed/late bids will NOT be accepted.)

- iii. Bidders shall submit their minimum qualification documents with the bid, uploaded on eMMA. Refer to Section 2A. Bids submitted without the required documentation may be considered non-responsible and possibly be disqualified.
- iv. Questions or comments may be submitted to the Procurement Officer, by telephone and email (refer to Section 3), prior to the bid due date and time. However, questions submitted late may prevent sufficient time to research answers for a response prior to the bid closing date and time.
- v. Bidders shall enter their rate per hour in the pricing field. The total bid cost is the sum of the Bidder's rate per hour multiplied x six hundred twenty-four (624) hours per year. (estimated twelve (12) hours per week). This total sum shall be the total bid amount.

## **8. AWARD DETERMINATION**

The Contract shall be awarded to the lowest responsive bid from a responsible Bidder with the most favorable Total Bid Price (as referenced in COMAR 21.05.02.13) for providing services as specified in this IFB. The most favorable Total Bid Price will be the lowest responsive bid from responsible bidder.

## **9. INVOICES / PAYMENTS**

- a. All billing rates are the actual performance of work.
- b. Billing rates do NOT include:
  - i. transportation to and from the Contractor's home/place of business.
  - ii. during any time the Contractor stops work, regardless of the reason, the Contractor's compensation under this Contract shall cease. Billing rates shall not begin again until the Contractor resumes activity.
- c. Contractor shall submit invoices within thirty (30) days of completion of work.
  - i. Invoices must include the completed Sign In/Sign Out Sheet (daily work log of hours) for each date of service billed.
  - ii. Invoices must include the SGHC Purchase Order Number
  - iii. Invoices must include all other information described in the Small Procurement Contract issued to the awarded Contractor.
  - iv. Mail invoices to:

The Chief Financial Officer  
Spring Grove Hospital Center  
55 Wade Avenue  
Catonsville, MD 21228

## **ATTACHMENTS**

Small Procurement Contract